

TRANSFER POLICY

Subject:- Rotation Policy in the cadre of Supdts. of Customs and Preventive Officers in the Custom House, Visakhapatnam – Reg.

-.-

The Transfer Policy of preventive staff of Custom House, Visakhapatnam has been framed during 2009 and subsequently revised in 2016. As per administrative necessity, the following guidelines are formulated, with a few changes

1. Categorization of Sections/Charges:-

The Directorate General of Human Resource Development, New Delhi has issued guidelines/instruction vide letter F.No.8/B/45/HRD(HRM)/2009 dated 01.12.2009 regarding Transfer & Placement Policy for Group 'B' Officers in Customs formations. Accordingly, in Custom House, Visakhapatnam, all the Sections/charges are identified where the officers are required to be posted.

In terms of above guidelines, the basis for identifying a post as sensitive shall be the opportunity the said post offers to an officer to have public dealing and to use discretionary powers. In other words all charges which involve regular contact with the public are to be identified as sensitive and others to be non-sensitive. The Warehouse and disposal unit dealing in confiscated goods is also be considered to be a sensitive post, though there is no public contact as such.

Based on the above criteria, the following sections in the Custom House are segregated into two categories (Sensitive /Non-Sensitive) and are indicated in the Annexure.

2. Posting/Rotation of Officers:-

The periodical rotation of the officers from one section/charge to another is done normally after a period of one year and they are rotated from sensitive to non-sensitive charges or vice-versa every year.

3. Administrative Exigencies:-

In exceptional circumstances, the competent authority may rotate an officer from one sensitive charge to other sensitive charges due to administrative exigencies. Similarly an officer holding non-sensitive charges may also be retained beyond a period of one year or rotated within non-sensitive charges due to administrative requirements.

This issues with the approval of Commissioner of Customs, Visakhapatnam.


(G.V.S.R.SARMA)
ASST. COMMISSIONER (PREV.)
CUSTOMS HOUSE
VISAKHAPATNAM

ANNEXURE

Sl. No.	Sections/Charge
	<u>(A) SENSITIVE SECTIONS</u>
1.	Rummaging, Intelligence & Investigation
2.	Vctpl
3.	Bonds
4.	All CFSs
5.	Docks
6.	Gangavaram Port Ltd.
7.	Vizag Seaport Pvt. Ltd.
8.	International Airport
9.	Ware House & Disposal Unit
10.	CIU
11.	ITP Cell
12.	Centralized Refunds Section
13.	Import /Export section
14.	SIIB
	<u>(B) NON-SENSITIVE SECTIONS</u>
15.	CHS/Admn/PRO
16.	Buildings/Guest House/CR Quarters
17.	Arrears Recovery Cell
18.	HRD/Records/Sevottam
19.	CCO
20.	CC(Appeals)
21.	Stats/CHA
22.	Docks(Admn)
23.	Vehicles
24.	General Preventive/ Fishing Harbour
25.	Legal
26.	EDI
27.	Establishment



(G.V.S.R.SARMA)
ASST. COMMISSIONER (PREV.)
CUSTOMS HOUSE
VISAKHAPATNAM